

OSA-1176-68

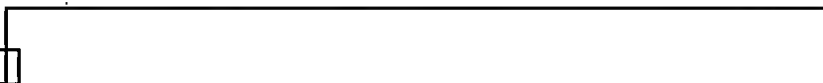
28 October 1968

25X1A



25X1A Gentlemen:

Subject: Contract No.



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In order to prepare for a final accord and satisfaction of the subject contract, it is requested that the Contractor submit a final claim and reconciliation of costs statement containing a detailed breakdown of costs with respect to direct labor, materials, indirect costs, and fees or profit. This statement is required before a final audit can be performed. Therefore, failure to comply with this request may cause any future action under this contract to be indefinitely postponed.

In case you have not already done so, the Contracting Officer also desires to close out the patent statement requirements and property records pertaining to the subject contract and to relieve you from accountability. In order that the property records of this contract can be reconciled and closed, it is requested you advise the undersigned of such Government-owned property acquired or furnished under the subject contract, including property, if any, transferred from previously completed contracts. You may omit those items which the sponsor's property administrator has already documented. After receipt of this inventory, you will receive detailed instructions from the property administrator setting forth the procedures, required actions, and target dates for accomplishing same. Your fullest cooperation with the property administrator will be greatly appreciated.

Very truly yours,



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Contracting Officer